



**City of Annapolis**  
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## **Annapolis Conservancy Board**

March 10, 2011

The regular meeting of the Conservancy Board of the City of Annapolis was held on March 10, 2011 at the Roger "Pip" Moyer Recreation Center. Chair Baldwin called the meeting to order at 5:30p.m.

Present: Chair Jay Baldwin, Vice Chair Joel Dunn, David Fogle, Gretchen Cliff, Jon Chapman, Karen Jennings

Absent: Tom Lippert

Staff: Steve Carr, Tami Hook-Recorder

Journal of Proceedings:

### **February 10, 2011 Meeting Minutes**

Chair Baldwin moved to approve the February 10, 2011 meeting minutes as amended. Ms. Clift seconded the motion. The motion passed unanimously in a vote of 5-0. (Ms. Jennings was not present for voting)

### **Review Minutes & Activities of Other City Boards**

The meeting minutes of the Annapolis Environmental Commission, Recreation Advisory Board, and Maritime Advisory Board were provided for review and members were encouraged to submit any questions to staff.

### **Future Speakers**

Staff clarified that this is a standing agenda item as the Board moves forward with various issues.

### **City Legislative Update – O-31-09**

Staff briefed the Board on Ordinance O-31-09 that would to create a BCE zone in a property located along Hudson Street in that near the headwaters of Weems Creek. After conferring with the Annapolis Planning and Zoning Director, staff reported that the change only covers an existing building at the corner of West Street and Route 2 and is being done in order to make the zoning in the area more uniform. Staff also noted that there will be no impacts to Weems Creek and the building will remain the same.

### **Green Infrastructure Briefing from Joel Dunn & Karen Jennings**

Mr. Dunn clarified that the first step in the green infrastructure inventory will be to develop the data layers and for the Board to use this information to identify the high priority conservation area properties in the City. He noted that a very important issue is to consider the proximity of undeveloped parcels to other parks or existing open space. He further stated that this data layer tool can assist the Board in easily identifying open space. This tool will be a good resource to use once there is an agreement in place between the County and City on future Program Open Space funding for land acquisition. Ms. Jennings suggested formulating the data layer tool to address the Environmental Idea Team recommendations.

Ms. Wampler went over how to use the GIS mapping system and gave a brief explanation of the legend. She noted that a recent layer made available in 2007 shows the tree canopy, grass and shrubs, water, buildings and rights-of-way. This mapping system includes aerial maps, structures and street maps, as well as owner information.

Mr. Dunn reiterated that the Board needs to identify a way to use the GIS mapping system to highlight the high priority conservation areas. Chair Baldwin suggested that the Board familiarize itself with the mapping program

in order to pursue this effort. Ms. Jennings added that the Board should review the program for the current location of the existing conservation easements. Mr. Dunn will review the large undeveloped areas to determine their qualities and what makes them significant. Staff also suggested that the Board consider reviewing the underserved areas and key trail linkages.

Ms. Wampler agreed to provide a one page "cheat sheet" on how to navigate through the GIS data layer system. In the meantime, Mr. Baldwin, Mr. Fogle and Ms. Clift will familiarize themselves with navigating the GIS mapping system. Ms. Jennings will review how the map can be used to identify underserved areas. Mr. Chapman will review how the map can be used for existing open space and its proximity to existing conservation easements. Mr. Dunn will look at large parcels of land in the City and their proximity to existing easements.

#### **Easement Inspections and Report Forms**

The completed form was provided to members for review and there were a few edits made. Mr. Chapman suggested noting in the comment box whether photographs were provided. Mr. Baldwin agreed to make the changes and provide the completed form to staff for distribution.

#### **Mail**

There was no mail.

#### **Katherine Property Tour- Saturday, March 19th**

Staff reported that the Katherine Property walk-thru is scheduled for March 19, 2011. Once the time is determined, staff will notify members via email.

#### **LTA 2010 Census**

Staff reported that a digital copy of the LTA 2010 Census survey file has been provided to the Board for the review. The Board chose not to post the survey on the City website,

Staff reported that there is a LTA conference at Shepard Pratt in Towson on May 13-May 14, 2011 and the conference information was included in the packet. He referred members to a website for more information but noted that City funds are not available for the conference costs.

#### **Sign Posting & Village Greens of Annapolis**

Staff posted signs at the Village Greens of Annapolis property and noted that Phase III is very close to a construction start date.

#### **Update on the New Cooperative Agreement with the MET**

Staff explained that Ms. Howie is moving back to England MET is working to find her replacement. Mr. Elson, Deputy City Attorney, has agreed to provide the amended MET Agreement and once the agreement has been provided, it will be forwarded to MET for approval, and then to the Mayor for signature.

#### **Meeting w/LeeAnn Plumer about Formal Agreement with County regarding Future Program Open Space**

Staff met with Ms. Plumer to discuss Program Open Space funding. Staff reminded members that the City needs to have a legally binding signed agreement with the County before the previous Program Open Space funding for acquisition will be awarded. Ms. Plumer will be meeting with the County Recreation and Parks Director in the near future to discuss the creation of such an agreement. Ms Plumer also expressed appreciation for the Board's efforts to inventory of open space because it can be use as a planning document.

#### **Conservation Easement Map and Website – Add Admiral Oaks**

Staff met with Ms. Wampler to add Admiral Oaks to the easement map and website.

**Kingsport Easement Mapping**

At the meeting noted above, staff asked Ms. Wampler if Kingsport can be added to the map and she can take a site plan and overlay it onto the easement map. She also agreed to review all the Board's easement using this process.

**P&Z Response to ACB Letter on Project Review**

Staff provided met with the Annapolis Planning & Zoning Director to discuss the Board's letter regarding including the Conservancy Board in the project review process. Mr. Arason agreed to discuss this further with his staff.

**Mayor's Response to ACB Letter on the Shubert Property**

Staff will meet with the Mayor regarding a response to the Shubert property letter.

**Legislative Process Regarding Expired Legislation**

Staff explained that when a piece of legislation is introduced at first reader level it is read into the record and generally the Mayor/City Council has 180 days to get the legislation through the process. He noted that there are instances where the Mayor and City Council can extend the 180 days.

**Regatta Bay II Easement Infractions Letter**

Staff will prepare the Regatta Bay II infractions letter.

**NEW BUSINESS:**

**Boards and Commission Meeting on Minutes and Agendas Briefing by Tami Hook**

Ms. Hook reported on the changes made to the minutes and agendas for each Board that include a new logo heading for all the Boards and Commission, identifying the Department's contact information. She also explained that the Board can continue to process the Annual Report as it has in the past or prepare a memo and attach that year's minutes. The Board would like to continue the current format of the minutes to include the detailed content.

**The Bog at The Reserve at Quiet Waters**

Staff referred members to an email regarding the bog located at the Reserve at Quiet Waters. MDE is working closely with City staff to determine what measures will be required to protect this unique natural resource.

**Maryland Legislative Update**

Staff explained that there is a bill in the Maryland Legislative Session that would require County government approval is necessary in order to create a conservation easement. Land trusts are opposing this change.

**Adjournment**

The next meeting is scheduled for April 14, 2011 at 5:30pm at Pip Moyer Recreation Center. With no further business, Mr. Chapman moved to adjourn the meeting at 6:50pm. Ms. Jennings seconded the motion. The motion passed unanimously in a vote 6-0.

Tami Hook, Recorder